

EDITED KSA LISTING

CLASS: Staff Services Manager III

	Knowledge of:
K1	Comprehensive knowledge of the principles, practices and trends of public and business administration, including management of supportive staff services such as budgets, personnel, management analysis, planning, program evaluation or related areas.
K2	Comprehensive knowledge of the principles and practices of employee supervision, development and training to be able to supervise a number of technical staff
K3	Comprehensive knowledge of program management to be able to effectively run a program on a day-to-day basis and plans for the future (vision/mission).
K4	General knowledge of the formal and informal aspects of the legislative process in order to analyze a bill affecting the department and the impact to the Department (i.e., bill analysis, legislative proposal, legislative reports, and budget process).
K5	Comprehensive knowledge of the administration and department's goals and policies.
K6	Comprehensive knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship.
K7	Comprehensive knowledge of the supervisor's role in the EEO & ADA programs and the processes available to meet the Department's EEO/ADA objectives as it relates to the supervision and management of Departmental personnel.
K8	Comprehensive knowledge of needed legislative changes to coincide with operational needs.

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	Skill to:
S1	Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
S2	Develop and evaluate alternatives in order to recommend the most effective course of action.
S3	Analyze data and present ideas and information effectively.
S4	Consult with and advise administrators or other interested parties on a wide variety of subject matter areas.
S5	Gain and maintain the confidence and cooperation of those contacted during the course of work.
S6	Review and edit written reports.
S7	Utilize interdisciplinary teams effectively in the conduct of studies.
S8	Manage a complex staff services program.
S9	Establish and maintain project priorities.
S10	Develop and effectively utilize all available resources.
S11	Display leadership, make decisions, be creative, take initiative and be flexible.
S12	Effectively contribute to the Department's EEO objectives to create and maintain a fair and equitable work environment.

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	Ability to:
A1	Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
A2	Develop, evaluate, and recommend alternatives in order to recommend the most effective course of action.
A3	Evaluate options and present ideas and information effectively.
A4	Consult with and advise administrators or other interested parties on a wide variety of subject matter areas.
A5	Gain and maintain the confidence and cooperation of those contacted during the course of work.
A6	Review and edit written reports.
A7	Utilize interdisciplinary teams effectively in the conduct of studies.
A8	Manage a complex staff services program.
A9	Establish and maintain project priorities.
A10	Develop and effectively utilize all available resources.
A11	Display leadership, make decisions, be creative, take initiative and be flexible.
A12	Effectively contribute to the Department's EEO objectives to create and maintain a fair and equitable work environment.
A13	Delegate and direct staff effectively.
A14	Demonstrate sound judgment and good work ethics.
A15	Effectively Communicate orally and in writing.
A16	
A17	

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A18	
A19	
A20	
A21	